

MEMO TO: Building Managers and Coordinators

FROM: John Hutchings
FACILITIES, Operations & Maintenance

SUBJECT: 2003 CHRISTMAS SHUTDOWN - Dec. 23 to Jan. 2, 2004
Operations & Maintenance Work. **'SPECIAL NEEDS'**

Bldg No. _____ Bldg Mgr/Coordinator _____ Date _____

Operations and maintenance work for 2003 Christmas Shutdown is scheduled to start on Tuesday, December 23rd at 1800 hours. During this period Facilities maintenance personnel will be available to undertake critical jobs including those requested by researchers, and to provide necessary support to ongoing projects. Please provide the following information to assist us in helping you.

1. Buildings and equipment that will require Facilities Maintenance attention:

| <u>I.D. No.</u> | <u>Location</u> | <u>Nature of Work</u> | <u>Contact Person</u> | <u>Ext.</u> |
|-----------------|-----------------|-----------------------|-----------------------|-------------|
| | | | | |
| | | | | |

2. Services required:

| <u>Service (Yes/No)</u> | <u>Area/Rooms</u> | <u>Contact Person</u> | <u>Ext.</u> |
|-------------------------|-------------------|-----------------------|-------------|
| Heat | | | |
| LN | | | |

3. Special needs /concerns not covered in 1 & 2:

Return this form to the Desiree Elvira at dlelvira@lbl.gov or mail to Bldg.76R0212A by Dec 12th, 2003. If you need further information, please call Desiree, at the Operations & Maintenance Office x6938.

Thank you,

John Hutchings
Operations & Maintenance